



# Classified Handbook

U.S.D. 481

Equal Opportunity Employer

Rural Vista School District  
2016-2017

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### MISSION STATEMENT

The mission of Rural Vista USD 481 is to provide a safe environment while preparing students for life-long learning so that they are productive citizens.

### WELCOME

The Board of Education and administration welcome you to a new school year! We are looking forward to another exciting and challenging school year. We want the years you spend with us to be the very best they can be. The following pages explain some of what you will need to know to help you make these years a success. If you have any suggestions for school improvement, please visit with your building principal or the superintendent. **HELP US TO IMPROVE OUR SCHOOL.**

### SCHOOL SAFETY HOTLINE

The 1999 Kansas Legislature has established a toll-free statewide school safety hotline that is staffed by the Kansas Highway Patrol. The purpose of this hotline is to give students, who do not feel comfortable in notifying a teacher or administrator, an opportunity to report “impending school violence”. The telephone number is 1-877-626-8203.

### EMERGENCY CLOSING

Families will be notified via the Textcaster Messaging system in the event it becomes necessary to call off school. It is the responsibility of the individual employee to register so messages can be received. Go to [www.textcaster.com](http://www.textcaster.com) to register.

School cancellations will also be posted on the following radio and television stations:

KWCH (Wichita),KSNT (Topeka),WIBW (Topeka),1150 AM, 104.9 FM, 102.5 FM, 98.5 FM, 97.5 FM,1420 AM, 103.5 FM

*Updated: June 2011*

### GENERAL INFORMATION

The State of Kansas and USD 481 require the following forms to be on file in the District Office:

1. W-4 **and K-4** forms
2. Loyalty oath
3. Tuberculosis and health certificate (for employees dealing with students)
4. District application
5. Direct Deposit form **(if applicable)**
6. Employment Eligibility Verification **(19 form, including 2 forms of identification)**
7. KPERS application or transfer form (if applicable)
8. Certificate or license as applicable to a specific job

The district also requires that each employee sign an authorized user agreement regarding the appropriate use of technology. This agreement will be kept in the school offices.

Employment Status Definitions:

**Full-time employment status** = a 12 month contract and 2080 hours annually

**Part-time employment status** = anything less than a 12 month contract and 2080 hours annually

### CHAIN OF COMMAND—RESOLVING PROBLEMS

Employees are expected to follow the proper “chain of command” by first contacting the immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. (See board policy GAAC, **KN** and JGEC for details.) If neither of these policies applies, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the principal, contact should be made with the lead teacher and/or district administrator for serious situations that can not wait for the next day for a solution.

*Approved: January 2009*

## **EMPLOYEE DRESS REGULATIONS**

Staff members have an obligation to model their position in a professional manner. Any positive method that can be used to help instill pride within a student should be constantly pursued. The clothing of each employee probably has an influence upon students. At all times one should strive to be neatly groomed.

## **EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION**

The district shall be an equal opportunity employer and shall not discriminate in its employment practices and promotions with respect to compensation, terms of contract, conditions or privileges, or employment because of race, color, religion, sex, age, or national origin. Inquiries regarding compliance with any federal or state regulations may be directed to: Superintendent of Schools, Box 98, White City, KS 66872 (785-349-2964); or to the Equal Employment Opportunity Commission, 400 State Ave., 9<sup>th</sup> Floor, Kansas City, KS 66101 (913-551-5655); or to the Kansas Human Rights Commission, 900 SW Jackson, 8<sup>th</sup> Floor, Topeka, KS 66603 (785-296-3206); or the United States Department of Education, Office of Civil Rights, 10220 N Executive Hills Boulevard, 8<sup>th</sup> Floor, Kansas City, MO 64153-1367 (816-880-4247).

## **U.S.D. 481 ACCIDENT/INJURY REPORTING PROCEDURES**

### **Employee**

1. Immediately report all accidents and injuries to your immediate supervisor (**within 24 hours or as soon as possible**). Someone may report the accident on your behalf if you are not able to report it yourself.
2. Seek medical attention at the Designated Health Care Provider (DHCP). These are the Herington Municipal Hospital, the Memorial Hospital in Abilene, Morris County Hospital in Council Grove.

If your supervisor is unavailable, seek medical attention. Report the injury to your supervisor as soon as possible, but no later than the beginning of the next business day. Contact superintendent if your supervisor is still unavailable.

3. Immediately following your doctor's visit, return the release slip to your immediate supervisor.
4. Complete the Report by Injured Employee. (AVAILABLE **AT THE DISTRICT OFFICE**)

### **Supervisor**

1. Direct the injured employee to DHCP listed above. Notify the district office of the accident as soon as you have taken care of the injured employee.
2. Give the employee a Notice of Injury form to take to DHCP.
3. Obtain a release slip from the employee.
4. Complete Supervisor's Accident Investigation form.
5. Forward all of the above forms to the District Office.

### **District Office**

1. Complete the Kansas Employer's Report of Accident form **provided by KASB**.

2. File with **KASB** within time frame specified by law.

### **AUTOMATED EXTERNAL DEFIBRILLATORS**

The board has authorized the use of automated external defibrillators in school building. Qualified persons are allowed to use the devices when appropriate. A “qualified person” means an employee who has:

1. Completed a course in cardiopulmonary resuscitation or a basic first aid course of training that included cardiopulmonary resuscitation training;
2. Has completed a course of training in the use of automated external defibrillators and;
3. Demonstrated proficiency in the use of an automated external defibrillators.

Employees who wishes to be trained in the use of an automated external defibrillator, or who may have questions about these devices are urged to contact their supervisors.

***Approved: January 2009***

### **COMPUTER PRIVACY**

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

### **EMERGENCY DRILLS**

It is important that you become familiar with the fire drill, tornado drill, and other drill procedures. The staff must be able to give proper instruction on the procedure to follow during any of the above drills. In case of an actual emergency and there is less than one hour to warn parents, the school will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergencies until all parents have been notified. **Staff members will be assigned to permanently or temporarily disabled individuals and will escort them to a safe area during emergencies or drills.**

### **ETHICS**

Professional behavior must conform to an ethical code. The code must be both idealistic and practical, so that it can be applied to all employees. An employee’s actions will be viewed and appraised by the community, his/her professional associates, and the students. Therefore, the employee shall subscribe to the following standards:

1. Make the well-being of students the basis for decision-making and action.
2. Fulfill professional responsibilities with honesty and integrity.
3. Support the principle of due process as required by law and protect the civil and human rights of all individuals.
4. Obey local, state, and national laws.
5. Implement the board's policies, rules, and regulations.
6. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoid using a position for personal gain.
8. Honor employment contracts until fulfillment or released.

## **EVALUATIONS/JOB DESCRIPTIONS**

All classified employees are evaluated annually. New employees are evaluated two times during the first year of employment. A new employee will review and sign the job description for the position for which he/she was hired. The job description will be reviewed with the employee annually by her/his supervisor during the annual evaluation process.

*Approved: April 2012*

## **EXTENSION/REDUCTION OF THE SCHOOL YEAR**

The Board of Education may change the regularly scheduled academic school year because of the following circumstances: adverse weather conditions, building maintenance problems, public health reasons, budgetary problems, etc.

## **GIFTS**

Because of potential for abuse, the giving or receiving of gifts between faculty members, staff, and students shall be discouraged. Students shall be discouraged from collecting money or allocating activity funds for purchasing gifts for faculty members. Faculty members are not to give gifts to individual students or to classes during school hours or on school property. A gift is defined as any donation, present, or endowment in the form of cash, merchandise, or personal favor.

## **GRIEVANCE**

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual employees of the school district at the lowest level. Grievance means any alleged violation of terms and conditions of an employee's contract and/or negotiated agreement. The adjustment of a grievance shall be accomplished as rapidly as possible. All individuals involved, and all others who might possibly contribute to the adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisals will follow by reason of such participation. Upon the final determination of the grievance, documents, communications, and records related to the grievances shall be destroyed except records required by law. The grievant shall be entitled to be accompanied by others who might contribute to the adjustment and/or to be represented by legal counsel. All grievance hearings shall be confidential. All discussions and hearings shall be conducted at times other than when school is in session. For more information concerning grievances, contact the district office.

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

No student, employee or third party (visitor, vendor, etc.) shall racially harass another student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial harassment is racially motivated conduct which: (1) affords an employee different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities, or programs of the school; (2) is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile working environment; or (3) is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

### **HOLIDAY PAY**

Classified employees **on a 12 month contract (2080 hours per year)** shall receive the following paid holidays:

- Labor Day
- Thanksgiving
- Christmas
- New Years
- Good Friday
- Memorial Day
- Independence Day

When a holiday falls on a weekend, the Friday before or the Monday after shall be designated by administration as a 'day off' for full time classified employees.

*Approved: April 2012*

### **KEYS**

No student will be allowed to have ANY school keys. School employees will be the ONLY people to use, or have possession of, school keys. Keys should remain in the possession of the employee.

### **LEGAL LEAVE/JURY DUTY**

Legal leave shall mean time away from the job for prosecuting or defending a legal action or for testifying either in a court of law or before an administrative body. If an employee is a plaintiff in an action against the district, this rule shall not apply. Time away from the job shall be taken as provided in policy and covered by other leave district provisions. Appropriate employees should reference the negotiated agreement.

*Approved: January 2009*

Employees who are called to serve on a jury will not be required to use temporary leave if jury duty pay is turned over to the district.

*Approved: April 2012*

### **OVERTIME/COMPENSATORY TIME**

FLSA does not require overtime for hours worked in excess of 8 hours per day, nor does it require overtime for work on weekends or holidays so long as the employee does not work more than 40 hours during the "workweek". The "workweek" is a fixed and regularly recurring period of 168 hours—seven consecutive 24-hour periods. The workweek need not coincide with the calendar week, but may begin on any day and at any hour of the week. Compensatory time (comp time) is provided at the rate of one and one-half hours for each hour of employment for which the overtime compensation is required. Comp time will not be paid during a week in which the employee does not work an actual 40 hours (e.g. weeks that have holidays OR temporary leave). The employee may be entitled to extra straight time during holiday weeks.

**The employee shall not work more than forty (40) hours per week without the prior permission of the principal and/or superintendent.**

When 24 hours of compensatory time has been accrued, the employee must either use the time earned (i.e. days off) or be paid for the time.

*Approved: July 2011*

All accrued comp time not used by May 31, will be paid out before the end of the fiscal year (June).

### PAY PERIODS

Employees will be paid by direct deposit on or before the 15<sup>th</sup> of every month. If the 15<sup>th</sup> is on a Saturday or Sunday, employees will be paid on the Friday prior to the 15th.

### RETURN OF SCHOOL PROPERTY

School property must be returned.

### SAFETY

The district shall make all reasonable efforts to provide a safe environment for students and employees. Note the district mission statement on the first page.

**WARNING SYSTEMS:** The board will seek to cooperate with local government officials, emergency preparedness authorities, and other related state agencies to maintain adequate disaster warning systems.

**SAFETY INSPECTIONS:** The superintendent, building principal, and maintenance personnel will periodically inspect each attendance center, playground, playground equipment, boilers, bleachers, and other such areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

**HEATING AND LIGHTING:** All furnaces, boilers, and lighting fixtures will be periodically inspected to ensure safety for students, employees, and patrons.

**HAZARDOUS WASTE AND DISPOSAL:** Should hazardous waste be discovered, the waste material shall be disposed of in accordance with current law and guidelines published by the Kansas Department of Health and Environment

**TOBACCO PRODUCTS:** Use of tobacco products and/or the possession of any tobacco products by employees are prohibited in any attendance center, at school sponsored functions, in school vehicles, or on school grounds.

**ALCOHOL AND DRUG USE:** The use of alcohol and drugs and/or possession of any alcohol and drug products are prohibited in any attendance center, at school sponsored functions, in school vehicles, or on school grounds.

### SALARY REDUCTION

Full time classified staff who choose to participate in the district health plan shall be given **\$3,540.00** annually to help offset health cost (take the health coverage or lose the \$3,540.00 annual payment). Less than full-time classified staff will be prorated.

### SCHOOL DAY

The Board of Education shall establish the time of beginning and ending the school day and other time schedules. **Classified employees are NOT to start work before 7:45 a.m. unless prior permission is granted from the principal or superintendent.**

### SECURITY

The district will attempt to ensure that students and patrons, as well as property owned by the district, are protected from possible injury or damage. Security devices are installed at district attendance centers. Other measures may be taken to prevent intrusion or disturbances from occurring in school buildings or trespassing on school grounds. Outside lighting shall be installed at each attendance center to provide illumination. The district shall cooperate with law enforcement in security matters. Employees must

report names of any individual intruding, trespassing, or creating a disturbance on school property to the building principal. The principal shall report the name(s) of such individuals to the law enforcement. The school is not responsible for lost or stolen materials of the teacher.

### **SEXUAL HARASSMENT**

No district employee or student shall sexually harass another employee or student, or permit sexual harassment of an employee or a student. If an employee's immediate supervisor is the object of harassment, the employee may bypass the supervisor and report directly to the superintendent. Any employee who believes he or she has been subjected to sexual harassment shall discuss the problems with his/her supervisor. The initiation of a complaint shall not adversely affect the job security or status of an employee until a finding of fact determined that the person acted improperly. To the extent possible, strict confidentiality shall be maintained throughout the complaint procedure. Behaviors which are unacceptable, but do not constitute harassment, may also result in employee discipline.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but not be limited to:

1. pressure for sexual activity;
2. verbal harassment or abuse;
3. repeated remarks to a person, with sexual or demeaning implication;
4. unwanted touching; or
5. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

### **SIGNIFICANT PART OF THE DAY**

A significant part of a school day, as defined by USD 481, is to be five clock hours of any school day.

### **STUDENT CELL PHONES**

When a cell phone is confiscated from a student, a staff member or adult does not have the authority to search call logs, text message files, etc., unless there is an imminent threat to the safety and/or wellbeing of students.

*Approved: January 2009*

### **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with laws, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reason or private gain, will be disciplined in accordance with board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

*Approved: January 2009*

### **SOCIAL NETWORKING GUIDELINES**

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

*Approved: July 2011*

### **TEACHER AIDES**

When in the best interest of students, and as resources allow, teacher aides will be hired to work with students in classrooms. The main purpose of the teacher aides will be to work with students either in one-on-one or in small group situations. The teacher aides are not meant to be used to run off copies of worksheets, grade papers, or record grades.

Students who serve as teacher aides should also be utilized as much as possible in working with the students. However, at times they can be used to run off copies and put up bulletin boards. **AT NO TIME ARE STUDENT AIDES TO BE USED FOR GRADING PAPERS OR RECORDING GRADES.**

### **TELEPHONE USE**

The use of school phones for personal use is discouraged. However, we know that there are times when it is necessary. When you have to make a personal long distance telephone call on a school phone, please write down on the PERSONAL LONG DISTANCE PHONE CALL form the requested information (date, location called, number called, and your name/initials). These forms are located with the phones. We will use those forms to check the calls against the phone bill in order to assess appropriate charges.

#### **Phone Etiquette**

When answering the phone, use a professional greeting. Take care of the caller's request quickly and in an appropriate manner.

*Approved: April 2008*

### **TEMPORARY LEAVE (TL)**

Classified employees shall be granted leave in the amount of one (1) day per month for each month employed. (Employees grandfathered in will keep their original amount of leave days per year.) **Temporary leave is cumulative for full-time employees (2080 hours) up to a maximum of fifty (50) days at the end of each school year. Part-time employees (less than 2080 hours) may accumulate a maximum of thirty-eight (38) days at the end of each school year.**

Temporary leave is granted only as a half day (4 hours) or a full day (8 hours).

### **TERMINATION**

A signed work agreement may be terminated by either party after giving two (2) weeks written notice of termination to the other party.

### TIME CLOCK/TIME CARDS

Classified employees (except transportation personnel and hourly substitutes) will record their time on the time clocks. At the end of each month, a monthly time sheet will be printed by the payroll clerk. Temporary leave and compensatory time will be added to the time sheet manually by the payroll clerk and then given to the employee for their review. After the employee has approved the time sheet, it should be given to the principal for final approval. **A lunch break of 30 minutes should be shown on the card daily.**

Transportation employees should mark temporary leave on time cards before it is submitted to the transportation supervisor for review.

*Approved: April 2012*

### VACATION DAYS

**Full time** classified employees that are **on a 12 month contract** shall receive vacation days as follows:

After one (1) year of employment – one week (5 days)

After two (2) years and up to ten years employment – two weeks (10 days) per year

After ten (10) years employment – three weeks (15 days) vacation per year

**Vacation leave is cumulative for full-time employees (2080 hours) up to a maximum of fifteen (15) days at the end of each school year. It is imperative full time employees track vacation days so days are not lost at the end of the fiscal year.**

**Vacation days will be prorated for employees who are less than full time but are still on a 12 month contract.**

*Approved: April 2012*

### VANDALISM

All school employees shall report any vandalism to the building principal. School personnel are expected to lock or secure any files, records, safes, or their classrooms at the close of each school day. The principal shall report any vandalism to the proper law enforcement officer. The Board of Education may offer a reward for information leading to the discovery, arrest, and conviction of persons committing any act of vandalism according to law.

### VISITORS TO THE SCHOOL

Any person is welcome to visit the school, but will be under the jurisdiction of the building principal. The principal has the authority to request the visitor to leave the school property. All visitors must report to the principal's office upon entering the school property.

### WEAPONS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. The term "weapon" and/or destructive device shall include, but shall not be limited to: any item being used as a weapon or destructive device; any facsimile of a weapon; any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or similar device; any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two (2) immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife commonly referred to as a switchblade knife having a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle; or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; or any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in

suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(s) and if a juvenile to SRS or the Commissioner Juvenile Justice.